

The Annual Quality Assurance Report (AQAR) of the IQAC N.J.S.A. Govt. College, Kapurthala (Punjab)

Session: 2012-13

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

I. Details of the Institution

1.1 Name of the Institution	N.J.S.A.GOV.T. COLLEGE, KAPURTHALA
1.2 Address Line 1	PRINCIPAL
Address Line 2	N.J.S.A.GOV.T. COLLEGE, KAPURTHALA
City/Town	KAPURTHALA
State	PUNJAB
Pin Code	144601
Institution e-mail address	gckapurthala@gmail.com
Contact Nos.	01822-233581 01822-236700

Name of the Head of the Institution:

MRS. MEENA MALHOTRA

Tel. No. with STD Code:

01822-233581

Mobile:

91-98153-77851

Name of the IQAC Co-ordinator:

DR. (MRS.) SATVINDER
KAUR

Mobile:

91-98148-31553

IQAC e-mail address:

gckapurthala@gmail.com

1.3 **NAAC Track ID** (For ex. MHCOGN 18879) : **PBCOGN 11831**

1.4 Website address:

www.gckpt.com

Web-link of the AQAR:

www.gckpt.com/IQAC/AQAR-2012-13

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	75.30	2004	Feb 2004- Feb 2009
2	2 nd Cycle				

3	3 rd Cycle				
4	4 th Cycle				

1.6 Date of Establishment of IQAC : DD/MM/YYYY

21/04/2012

1.7 AQAR for the year (for example 2010-11)

2012-13

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR - 2009-10 _____ (06/11/2015)
- ii. AQAR – 2010-11 _____ (06/11/2015)
- iii. AQAR- 2011-12 _____ (06/11/2015)
- iv. AQAR – 2012-13 _____ (06/11/2015)
- v. AQAR – 2013-14 ----- (06/11/2015)

1.9 Institutional Status

University State Central emed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

 Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) C 12B

 Grant-in-aid + Self Financing tally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce PEI (Phys Edu)
TEI (Edu) Engineering Health Science Management
Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

GURU NANAK DEV UNIVERSITY,
AMRITSAR

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc **NA**

Autonomy by State/Central Govt. / University	<input type="text"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>		<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers

08

01

2.2 No. of Administrative/Technical staff

2.3 No. of students

02

2.4 No. of Management representatives

NIL

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and
community representatives

01

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

2.9 Total No. of members

14

2.10 No. of IQAC meetings held

03

2.11 No. of meetings with various stakeholders:

No.

04

Faculty

02

Non-Teaching Staff Students

01

Alumni

NIL

Others

01

2.12 Has IQAC received any funding from UGC during the year? Yes

No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.

01

International

National

01

State

Institution Level

(ii) Themes

POST REFORMS DEVELOPMENTS IN CAPITAL MARKET IN INDIA

2.14 Significant Activities and contributions made by IQAC

IQAC aims at promoting quality enhancing activities in the institution. Various programmes aiming at quality teaching and all round development of students are planned to be executed during the session:

- Admission to various courses on merit basis keeping in view the eligibility criteria of GNDU, Amritsar and guidelines of Punjab Government.
- Faculty members were encouraged to make use of technology supported aids for class room teaching for effective presentation of their lectures for increased students' presence and better learning outcomes.
- Special efforts made to motivate the faculty members to undertake research initiatives and attend and present research papers in national & international seminar and conferences.
- Special initiatives were undertaken to promote extra-curricular activities for over-all development of students.
- Faculty members were encouraged to engage the students in various community service programmes under NSS and Red Cross to inculcate the sense of responsibility towards society at large.
- Students attaining meritorious positions in academic, cultural and sports activities were appreciated and given due incentives.
- The initiatives were made to seek grants from Punjab Government for renovation and upkeep of building and infrastructure of the institution.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

S. No.	Plan Of Action	Achievements
1.	To chalk out the strategy for admission to various courses on merit basis keeping in view the Punjab Govt. norms and guidelines of GNDU, Amritsar.	Merit based admissions while adhering to reservation norms.

2.	Motivation of faculty members to use technology facilitated teaching aids for better teaching-learning process.	Efforts going on
3.	To furnish the backside of administration office with ceiling of fibre sheets for convenience of the students while dealing with office.	Work accomplished
4.	To make arrangement for required consumable and other apparatus from self-generated resources for smooth conduct of practical.	Work accomplished
5.	To maintain the campus and infrastructure with the help of self-generated resources.	Efforts going on
6.	To make efforts for getting the grant sanctioned from Punjab Govt. for renovation of room in U-Block, Chemistry Labs, Common Room, Washrooms etc.	Efforts going on
7.	To facilitate the students for their participation in youth festival and other inter-college competitions with the support of self-generated resources.	Student's participation and achievements in various cultural events.
8.	To sensitize the students about environment preservation and community servicing.	Environment Society, NSS units and Red Cross Society initiated various events.

2.15 Whether the AQAR was placed in statutory body Yes No
 Management Syndicate Any other body (College Council)

Provide the details of the action taken

The AQAR for the year 2012-13 was approved by the college council.

Part – B

Criterion – I

(ii)

Curricular Aspects

Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	03			
UG	06		02	
PG Diploma	01		01	
Advanced Diploma				
Diploma				
Certificate				
Others				

Total	10		10	
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	03
Trimester	--
Annual	07

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

Interacting Sessions

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Syllabi is prepared and revised by the university from time to time in consultation with Members of Board of Studies.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	29	01	28		

2.2 No. of permanent faculty with Ph.D.

12

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
									23

2.4 No. of Guest and Visiting faculty and Temporary faculty

20		06
----	--	----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		04	
Presented papers		08	03
Resource Persons		05	

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Use of latest teaching aids in the class rooms and class room seminars particularly at PG level.

2.7 Total No. of actual teaching days during this academic year

180

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Mid-Term Exams and class rooms tests

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

--	--	--

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the	Total no. of	Total no	Division
--------------	--------------	----------	----------

Programme	students appeared	of students whose result declared	Distinction %	I %	II %	III %	Pass %
B.A.I	425	396	05	03.28	10.86	11.11	25.25
B.A.II	250	202	01	19.31	53.96	12.87	86.14
B.A.III	170	159	01	15.72	51.57	13.84	81.13
B.Sc. I (Med.)	12	12		25.00	25.00		50.00
B.Sc. II (Med.)	06	06		33.33	33.33		66.66
B.Sc. III (Med.)	10	10		50.00	30.00	10.00	90.00
B.Sc. I (N.M.)	37	37		18.92	24.32	29.73	72.97
B.Sc. II (N.M.)							
B.Sc. III (N.M.)	09	09		55.55	33.33	11.11	100
B.Sc. I (CS.)	35	35		08.57	45.71	20.00	74.28
B.Sc. II (CS.)	32	32		50.00	43.75	03.12	96.87
B.Sc. III (CS.)	21	21		33.33	33.33	14.29	80.95
B.Sc. I (Eco.)	27	27		03.70	22.22	25.93	51.87
B.Sc. II (Eco.)	14	14		35.71	50.00	14.29	100
B.Sc. III (Eco.)	19	19	01	10.53	57.89	10.53	78.95
B.Com.I	75	75		14.67	41.33	13.33	69.33
B.Com.II	60	55		10.91	50.91	18.18	80.00
B.Com.III	51	51		11.76	58.82	21.58	92.16
M.Com.I	30	27		33.33	59.26	07.41	100
M.Com.II	23	23		26.09	56.22	17.39	100
M.A.I (Eng.)	20	20		05.00	15.00	35.00	55.00
M.A.II (Eng.)	22	22			18.18	27.27	45.45
M.A.I (Eco.)	18	18		27.78	27.77		55.55

M.A.II (Eco.)	15	15		66.67	26.66		93.33
P.G.D.C.A.	45	42	04		66.67	21.43	88.10

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

IAQC contributes to improve the teaching and learning process in the Following ways:-

- It proposes overall improvement in the system of evaluation of the students to increase the learning outcomes.
- It proposes addition and improvement in infrastructural facilities for overall development of the institution.
- It motivates the faculty members to increase their participation in research activities, seminars, conferences and workshops in their respective areas of specialization.
- It proposes the use of innovative and technology based teaching aids to further improve the teaching learning process in the college.
- It proposes to increase students' presentation in the class room to build up their confidence and level of understanding.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	04
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	50
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily

Administrative Staff	04	04		01
Technical Staff	13	05		03+01

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

IQAC encourages the faculty members to undertake research in their respection areas of interest. The faculty members are motivated to present research papers in national and international seminars and conferences. They are encouraged to get their research papers published in peer reviewed journals and conference proceedings.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals		03	
Non-Peer Review Journals			
e-Journals			
Conference proceedings		02	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
-----------------------	---------------	----------------------------	------------------------	----------

Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		01			
Sponsoring agencies		UGC			

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency Management of University/College
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows
 Of the institute in the year

Total	International	National	State	University	Dist	College
05			02		03	

3.18 No. of faculty from the Institution
 who are Ph. D. Guides
 and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
 National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level
Directorate level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

3.26 Major Activities during the year in the sphere of Extension Activities and Institutional Social Responsibility:-

- Blood Donation Camp was organised by the NSS units of the college with the help of Blood Bank, Civil Hospital, Kapurthala.
- Special efforts were made to sensitise the students regarding the need for first aid in case of accidents or other untoward incidents. Red Cross Society of the college took initiative in this regard and 60 students were imparted with First Aid Training at Civil Hospital, Kapurthala. Moreover, six students attended Youth Red Cross Training-Cum-Study Camp at Jat Dharamshala, Kurukshetra. These students extended their sincere services as and when required.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	265 Kanals 13 Marlas			265 Kanals 13 Marals
Class rooms	33			33

Laboratories	17			17
Seminar Halls	Nil			Nil
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	03			03
Value of the equipment purchased during the year (Rs. in Lakhs)	1,97,554		PTA	
Others				

4.2 Computerization of administration and library

Efforts were made towards computerization of administration. 2 new computers were added to the administration office and 6 computers were provided to teaching departments.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	45538		55	9730	45593	
Reference Books						
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	40	02	Yes	03		02	04	
Added						02	06	
Total	40	02	Yes	03		04	10	

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Computer Access to students,
Computer and Internet Access to Teachers and Staff

4.6 Amount spent on maintenance in lakhs :

i) ICT

50,000

ii) Campus Infrastructure and facilities

9,17,907

iii) Equipments

1,97,554

iv) Others

2,38,512

Total :

14,03,973

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC makes the students aware regarding the following support services available to them:-

- Extra curricular activities including sports, NCC, NSS, Cultural activities and various institutions level, inter-college and university level competitions.
- Scholarships and other assistance from various sources for which they are eligible on the basis of certain criteria.
- Cell for Redressal of grievances of women.
- Career and psycho-social counselling services along with academics.
- Students support system in the form of book bank.
- Facilities for students with disabilities.
- Publication of magazine by Punjabi Department of the college.

5.2 Efforts made by the institution for tracking the progression

- The faculty members discuss in the classrooms about opportunities for higher education and employability in their respective areas of concern.
- The college has a career counselling and guidance cell that organises special seminars with the help of District Employment Bureau and other agencies to deliberate on career opportunities.
- Notice Boards have been installed at various places in the campus to impart student related information concerning scholarships and other assistance to the deserving students.
- Students are enrolled in NSS and NCC to impart training in discipline and social services.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1506	208		

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1014	388		281		1683	918	444	353			1715

Demand ratio Dropout %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Special counselling sessions are conducted by Career Counselling and Guidance Cell to provide guidelines concerning preparations for competitive examinations.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

5.6 Details of student counselling and career guidance

Career Counselling and Guidance Cell organised career guidance sessions with the help of District Employment Office and Sainik Welfare Deptt., Kapurthala. The students were apprised of various career options after graduation in Arts, Science and Commerce. Self-employment opportunities and occupations subsidiary to agriculture were also explained by resource persons from Agriculture Deptt. Exhibition aimed at providing occupational information was also arranged with the help of District Employment Office, Kapurthala. Special counselling sessions are conducted by Career Counselling and Guidance Cell to provide guidelines concerning preparations for competitive examinations.

No. of students benefitted

400

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

Gender sensitization programme was carried out in the counselling sessions for the students of first semester of all the courses. Proctorial teams of faculty members also made sincere efforts in this regard during their allotted periods. 22 girl's cadets were also enrolled as NCC Cadets for the first time in the NCC units of the college to facilitate their participation along with the male cadets.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level

35

National level

International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	332	19,45,520
Financial support from other sources	50	35600
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: -No major grievances were reported. Minor grievances were redressed by \Discipline Committee and Proctorial Teams with the help of college council.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision Statement: To impart quality education for creating motivated and responsible citizens who become catalysts of change through value based education, particularly for weaker sections of society.

Mission Statement: To provide an inclusive higher education with a strong commitment to quality and creativity in teaching and learning, which ensures physical, mental and moral growth of the students and make them responsive to societal needs and aspirations.

6.2 Does the Institution has a management Information System

Yes, the College has MIS in the form of e-mail, Telephone, Fax & Web Site.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Curriculum Development is undertaken by the affiliating university. The faculty members forward their suggestions in the meetings of Board of Studies of the University.

6.3.2 Teaching and Learning

Infrastructural support is provided to all the teaching departments for further improvement in teaching process to achieve better learning outcomes.

6.3.3 Examination and Evaluation

Examination and evaluation procedures are laid down by the affiliating university. Mid-term examination is conducted by Examination Board of the college. Class tests and class room presentations by the students help to improve their performance in university examination.

6.3.4 Research and Development

Faculty members are motivated and encouraged to undertake research in their respective areas in their attend national and international conferences and seminars and present their research papers. They are appreciated for their presentations and publications in research journals and conference proceedings.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Storage capacity is enhanced in the college library to accommodate new titles and for proper up keep of the books.
- Laboratories are well equipped to meet the curriculum requirements of various programmes.
- Infrastructure is maintained with the help of self-generated resources along with the funds provided by the Govt.

6.3.6 Human Resource Management

The college has qualified faculty and trained office staff.

The college is managed by the college Principal through college council and various committees. The college has created a number of offices such as College Bursar, House Examination Registrar, Prof. Incharge, Campus maintenance and Secretary Staff Club etc. Senior teachers are given responsibility for these offices on rotational basis. Other faculty members are attached with committees for gaining experience in Administration and Management.

6.3.7 Faculty and Staff recruitment

Regular staff is appointed by PB Govt. through Punjab Public Service Commission. Guest Faculty Lecturers against vacant posts engaged for the teaching session. Similarly teachers are required for self-finance. Courses are engaged under the higher Education Society of the college.

6.3.8 Industry Interaction / Collaboration

N.A.

6.3.9 Admission of Students

Students are admitted to various courses on merit basis keeping in view the norms of Punjab Government.

Teaching



Non teaching	✓
Students	✓

6.4 Welfare schemes for

Welfare Schemes of Punjab Govt. are implemented for teaching and non-teaching staff and students of the college. The college ensures that the medical expenses of the staff are timely reimbursed. Regular employees of the college are covered under the GIS. Process for award of scholarships to various categories of students is also facilitated as per the government norms.

6.5 Total corpus fund generated

Rs. 57,54,261/

6.6 Whether annual financial audit has been done

Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes		Yes	Yes
Administrative	Yes		Yes	Yes

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programme Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Semester system has been introduced in the under graduate programmes as per the guidelines of Guru Nanak Dev University, Amritsar.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

The college has not undertaken any initiative in this regard.

6.11 Activities and support from the Alumni Association

- Construction of 25 cement benches for sitting of students in the Science Park, along the boundary wall and around the Basket Ball Court of the college.
- Construction of raised cemented platform for the support of old Peepal Tree in the U-Block.

6.12 Activities and support from the Parent – Teacher Association

Parent – Teacher Association supports academic and co-curricular activities in the college. It provided financial support for the maintenance of college campus. It made provisions for house examination, sports and cultural activities. It also provided funds to meet the requirements of laboratories for the conduct of practical. It extended financial support for meeting the requirements of guest faculty lectures and other assistant staff in the laboratories, administrative office and college library against vacant posts as per the norms of Punjab Government.

6.13 Development programmes for support staff

Support staff is provided with the facilities of loan, medical bill reimbursement and other assistance as and when required. They are also motivated to improve their educational qualifications.

6.14 Initiatives taken by the institution to make the campus eco-friendly

Judicious use of energy is promoted in the campus. Free plantation is undertaken by the NSS units and Botany Department of the college. More use of recycled paper is encouraged among the students and staff. Use of ICT modes is promoted in the administrative office to minimise the use of paper.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

The college hosted National Conference on Post Reforms Developments in Capital Market in India with the help of UGC's assistance under career guidance component.

50 delegates from various colleges, hundred post graduates students of Commerce and Economics and fifty students of B.Com III participated in the seminars.

The inaugural session of the seminar was presided over by Dr. Raghbir Singh Professor and former Dean of Department of Commerce and Business Management of GNDU, Amritsar. Keynote address for the seminar was presented by Professor JS Pasricha, Deptt. Of Commerce Pbi. Uni. Patiala. Prof. Raghbir Singh presented details of the developments in the Indian Capital Market, in the country after the reforms era.

The first technical session was chaired by Prof. BK Vashisht, chairman University Business School, Punjab University, Chandigarh and Prof. Jaspal Singh of Deptt. Of Commerce and Management, GNDU Amritsar. Delegates from various colleges presented their research papers, which were followed by useful discussion and interaction among the resource persons and delegates.

Prof. Manjit Singh, Head Deptt. Of Applied Management, Punjabi University, Patiala, Prof. Satish Soni from Govt. College, Hamirpur (Himachal Pardesh) and Prof. Sawinder Singh from Guru Nanak College, Phaghwara chaired the second technical session. The chairperson and co-chairpersons gave detailed description of the development in the secondary market in India. After the deliberations from the chairpersons, research papers were presented by the delegates followed by useful discussion and interaction. The session was concluded with vote of thanks by Prof. T R Basra, co-coordinator of the Seminar. On the whole, this seminar enriched the delegates regarding recent developments in the Capital Market in India.

The post graduate students of our college got an exposure to National Conference and had an opportunity to interact with renowned speakers from different universities and colleges

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Action Taken Report

- Students were admitted to various courses on merit basis as per the guidelines of Guru Nank Dev University, Amritsar and Punjab Government norms.
- Technology facilitated teaching aids were used by the faculty members for improvement in quality of teaching and learning outcomes.
- Backside of administrative office was furnished with ceiling of fibre sheets with the help of self generated resources. This facility was provided keeping in view the convenience of the students while dealing with the office.
- Laboratories were furnished with required equipments and other essentials for smooth conduct of the practicals and hence contributed towards quality of teaching and learning outcomes.
- Infrastructure of the college and basic facilities were maintained with the help of Govt. Funds and self-generated resources.
- Strenuous efforts were made to get the grant sanctioned from Punjab Government for renovation of Chemistry Block, Room No. 89 of U-Block, Veranda of U-Block, and Construction of new Class Rooms, Common Room and Washroom for students.
- The faculty members made serious efforts for participation of students in university youth festival, inter-college competitions and sports events. Self-generated resources were utilised to facilitate the participation of students in various extra curricular activities.
- NSS units, Red Cross Society and Environment Society of the college took special initiative for participation of students in community servicing and environment sensitisation.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- Remedial classes were arranged for weak students particularly from socially and economically backward section of society.
- Efforts were made to access Govt. grants for renovation of building and construction of Common Room for girls and classrooms to increase the carrying capacity of the institution.
- Backside of administrative office was furnished with a shed supported by fibre sheets to facilitate the convenience of students while dealing with the office.
- Efforts were made for upkeep of the infrastructure with the help of self-generated funds from PTA and SFS.
- Alumni Association of the college were motivated to provide basic amenities in the college and consequently safe drinking water was made available to the students by installing RO system in the college canteen.

7.4 Contribution to environmental awareness / protection

1. Environment society of the college undertook special initiatives to create awareness among the students for maintaining safe environment. Students were assigned responsibility to take care of the new saplings. Students were also motivated to remove weeds from the college lawns and grounds.
2. The environment society also inspired the students to celebrate eco-friendly Diwali by displaying posters depicting the hazards of crackers. Moreover, they also undertook oath for no burning crackers and use traditional modes of celebrations.
3. Tree plantation drive in the campus was launched by NSS units of the college for protection of environment.

7.5 Whether environmental audit was conducted?

Yes

No

7.6 Any other relevant information the institution wishes to add. (For example SWOT Analysis)

Detail of SWOT analysis

1. Oldest Institution – The college was established in 1856 and has the distinction of being affiliated to the Calcutta University, Punjab University, Chandigarh and finally with Guru Nanak Dev University, Amritsar.
2. Location and landed area – our institution is located in the middle of the city with a vast landed area. It has an area of 33 acres and constructed area of about 7000 sq. meter. It is well connected to other towns and villages.
3. Well qualified available faculty – The permanent faculty members of the college are well qualified having appointed on merit basis with vast experience of about 20 years each. Out of total 29 permanent teaching staff, 12 members hold doctorate degree and have a number of published papers to their credit.
4. Merit positions of the students – The College is affiliated to Guru Nanak Dev University Amritsar. The students secure merit positions in the examination conducted by the University.

5. Co-Curricular activities – The College has its name in the cultural and sports activities. The students represent the college in inter-college competitions, zonal and inter-zonal youth festival of GNDU, Amritsar and secure positions in various cultural items.
6. Lowest Fee Structure – The College has the lowest fee structure (framed by the Govt. of Punjab) as compared to other private institutions. It is especially helpful for the lower economic strata of the society.
7. Support of Parent Teacher Association and Self Finance Scheme- the College has financial support from PTA and SFS for maintenance of infrastructure and provision of basic facilities to the students.
8. Support of Old Students Association –Association of Old Students of the college is very active and their financial support is worth mentioning. The association undertakes various projects from time to time keeping in view the needs of the students.

Weaknesses:

1. Faculty Shortage – Nearly 50% of the teaching and non-teaching posts are vacant in the college. Guest faculty teachers are appointed on these posts and this is not a healthy feature of an educational institution.
2. Dilapidated Infrastructure – The College has the shortage of required modern furniture, classrooms, teaching aids and laboratory equipments.
3. Library – The college library has no required space for reading room. There is shortage of staff, latest library equipments, software and computers.
4. Absence of new/latest courses – Due to shortage of faculty and equipments, the college is not able to introduce latest courses and is not able to change the course content as required by emerging changes in the economic scenario.
5. Shortage of supporting staff- There is shortage of supporting staff in library, laboratories and administrative office which affects this over-all efficiency.

Opportunities

- Expansion of the Institution – Having a vast area of 33 acre of prime land in the heart of the city, the college has the scope of expansion in the infrastructure and building required to accommodate new courses and students.
- Latest Professional courses at minimum possible cost – The College has the potential of starting latest professional courses at minimum possible cost provided it has the required permanent staff and essential infrastructure.
- Sports Hub – The College can be developed as a sports hub in the area.
- Research Projects – The faculty members can be engaged in research projects provided they are enriched with required modern equipments of research like separate rooms, software, computer and internet facility.
- Consultancy services – As a liaison of the institution with local industry, the faculty members can provide consultancy services to the industry.

Threats

- Vacant Posts – Vacant Posts in the institution in teaching, non-teaching and subordinate staff is a threat to the institution. It affects the quality of teaching.
- Lack of latest courses – The College lacks in providing latest courses to the students.
- Infrastructure –The existing infrastructure is dilapidated and unable to support the modern courses.

8.Plans of institution for next year

Plan of Action:-

1. To strength the college infrastructure with the help of financial assistance from Punjab Government.
2. To equip the laboratories with latest equipments to enhance the quality of teaching and learning outcomes.
3. To seek further grants from UGC and effective utilization of the available grants.
4. To provide technological aids to the faculty member for more effective classroom teaching.
5. To further motivate the faculty members to undertake research initiatives in their respective areas of interest.
6. To increase the participation of students in sports and other co-curricular activities for over-all personality development of the students.
7. To motivate the students for greater participation in community works through NSS units and Red Cross Society of the college.

Name : Dr. Satvinder Kaur

Sd/

Signature of the Coordinator, IQAC

Name : Mrs. Meena Malhotra

Sd/

Signature of the Principal
